

RCPL CLASS DESCRIPTIONS-INTERNET CLASSES

SURFING THE INTERNET

This is a beginner's class in the use of the World Wide Web. You'll learn basic Internet terminology and how to navigate the Internet using Microsoft's Internet Explorer. In addition to basic navigation, we will cover techniques for optimal use of search engines and evaluating online sources for reliable information. Prerequisite: Keyboard and Mouse or comparable skill level.

EMAIL I

Learn how to read, delete, compose, reply to, and forward e-mail messages as well as manage your address book. You must be experienced at using the mouse and familiar with the basic keyboard keys to take this hands-on class. We will use Google Gmail. Prerequisite: Keyboard and Mouse or comparable skill level.

EMAIL II

We will cover more advanced topics such as attaching a document, saving a draft, and sending one email to many people at one time. You must know how to read, compose, and reply to email to take this class. We will use Google Gmail. Prerequisite: Email I or comparable skill level.

GOOGLE YOUR WORLD

Google has more to offer than the average search engine. In this class, we will teach you how to generate maps and driving directions to almost any location with Google Maps. Learn how to find restaurants, stores, and more near a given address. Then step back for a satellite's view of the world with Google Earth. Just click your mouse on any part of the globe and see where it takes you. You may never be lost again. Prerequisite: Keyboard and Mouse and Surfing the Internet or comparable skill level.

CONTINUED

INTERNET FUN

BLOGGING&TWEETING

A blog is a journal you keep on the Internet. It can be used to socialize, network, share news, photos and information, connect with friends and family, market a product or service and a whole lot more. In this class, you will learn how to create an account with Blogger and Twitter, post and edit blog entries, customize your blog, search for other blogs and connect with other bloggers. Prerequisite: Surfing the Internet or comparable skill level.

INTRODUCTION TO FACEBOOK

An introduction to Facebook's main features and settings. Set up an account, add security features, post messages to your wall, search for people and upload photographs to your account. You must have an email address and must know your email username and password to take this class. You may also bring pictures (on a CD, USB drive, or in a camera if you have a cord to connect the camera to the computer) to put on Facebook. Prerequisite: Surfing the Internet or comparable skill level.

FREE STUFF ON THE WEB

You may not know that there are many free programs available on the Internet. In this class, we will learn to find, download, and use free software for managing photos, online maps, keeping track of what books you've read or own, and more. Prerequisite: Keyboard and Mouse or comparable skill level.

GAMING FOR SENIORS

Learn how to find and play computer games! Besides being fun, computer gaming can have a lot of side benefits. You will improve your mouse and keyboard skills. It will introduce you to new websites and improve your Internet navigation skills. Hand-eye coordination and memory are exercised. Prerequisite: Keyboard and Mouse or comparable skill level.

SHARE YOUR CALENDAR AND DOCUMENTS USING GOOGLE

With Google Calendar, we will go over how to add and share documents, and how to synchronize your calendar with an iPhone. With Google Docs, we will explore how to create and share documents, and how to collaborate on a project. We suggest that you create a Gmail account before taking the class. Prerequisite: Surfing the Internet or comparable skill level.

WEBSITE CREATION FOR THE BEGINNER

Freewebs.com is a useful tool in creating your own personal website. In this class you will learn how to set up an account, create the website, add pages, change the look of the website, and insert text, links, and pictures. Prerequisite: Surfing the Internet and Word II or comparable skill level.

CONTINUED

JOB SEARCH

ONLINE JOB SEARCHING

An introduction to job searching online. In this class, you will learn how to search various online job databases such as Monster.com and HotJobs.com. Additionally, you will learn how to search online classifieds and government websites. Prerequisite: Surfing the Internet or comparable skill level.

ONLINE JOB APPLICATIONS

A continuation of Online Job Searching. In this class, you will learn how to create a resume using Microsoft Word 2007 templates. Then you will learn how to fill out an online application, upload your resume and submit your application and resume online. Prerequisite: Online Job Searching or comparable skill level.

EMAIL FOR JOB SEEKERS

Are you searching for a job online, but don't have an email address you need to apply for one? This is the class for you. If you have an email address, this is not the class for you. In the class, you will sign up for your own account and learn how to send and receive messages. Prerequisite: Keyboard and Mouse.